WellSTAR

User Reference Guide

Compliance

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COURSE OVERVIEW

Course Description

All aspects relating to compliance are tracked within WellSTAR's Compliance capability. The Compliance capability enables users to monitor and track compliance orders, generate letters of compliance/non-compliance, show the geographic location of wells/facilities with regard to their compliance status, and allow for the transmission of notifications between DOGGR and operators. Reports on compliance can be produced and compliance records displayed.

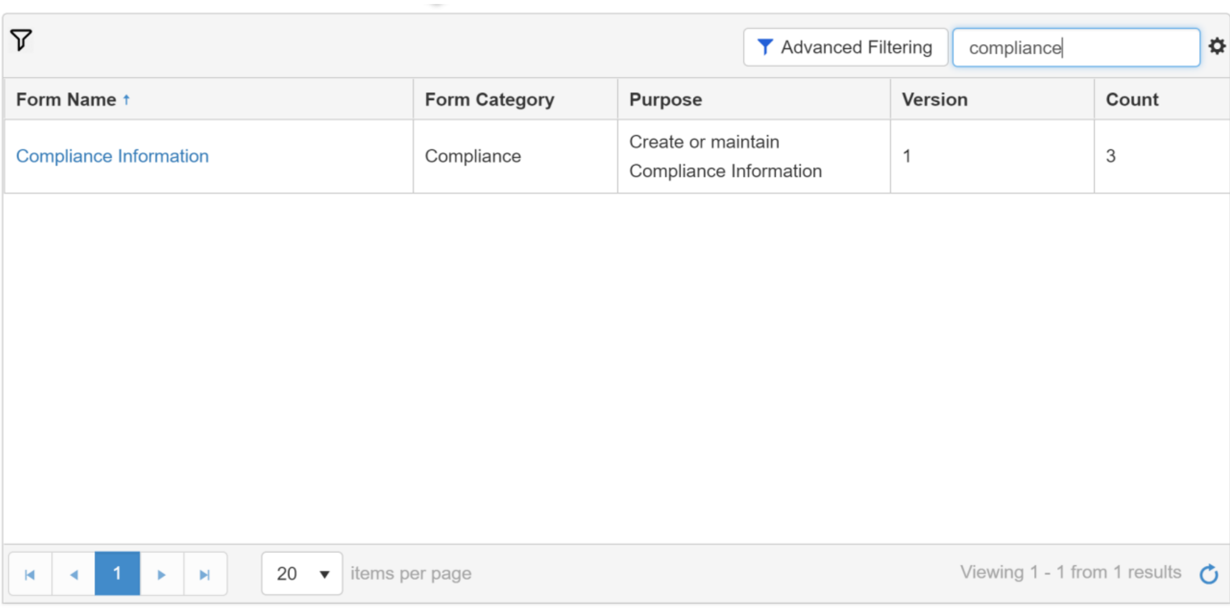
1 CREATE/MAINTAIN COMPLIANCE RECORD

In this lesson you will learn how to create and maintain a compliance record.

Lesson Objectives:

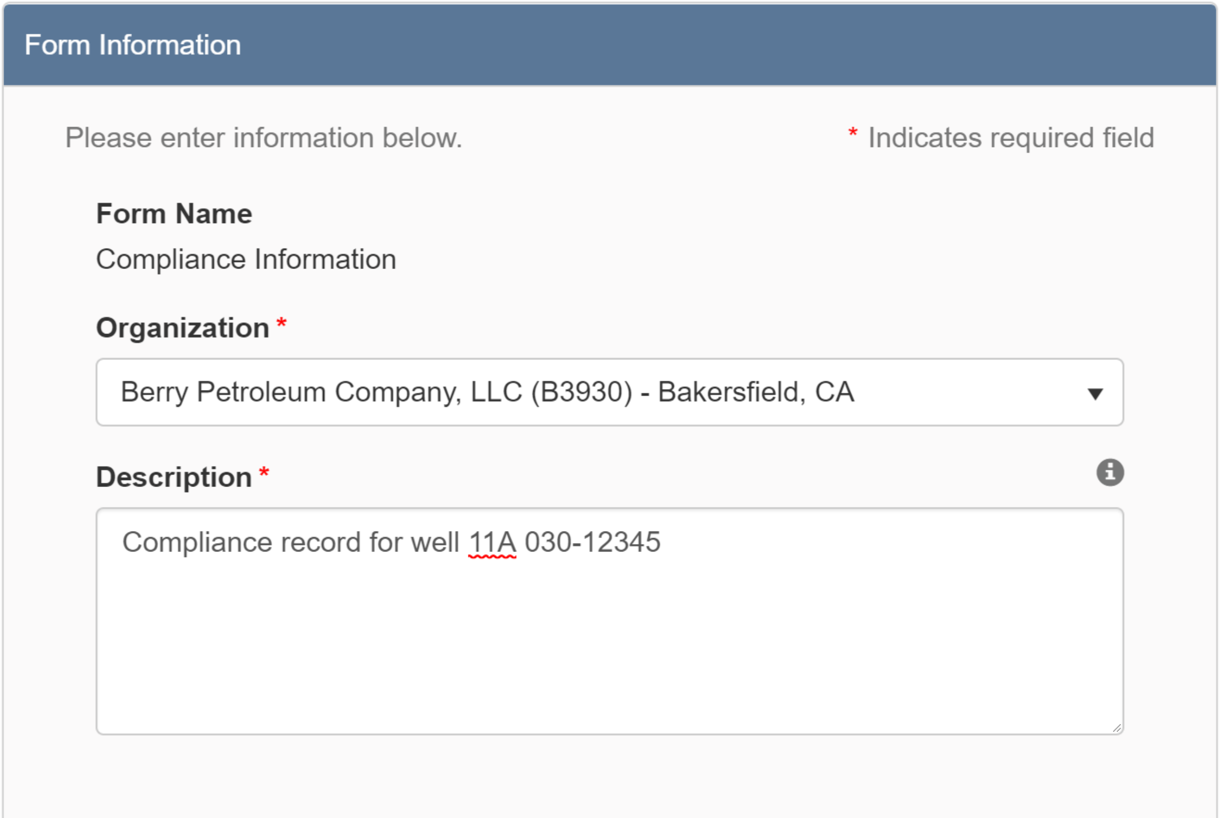
- Create a compliance record
- Maintain a compliance record

1.1 Create a Compliance Record



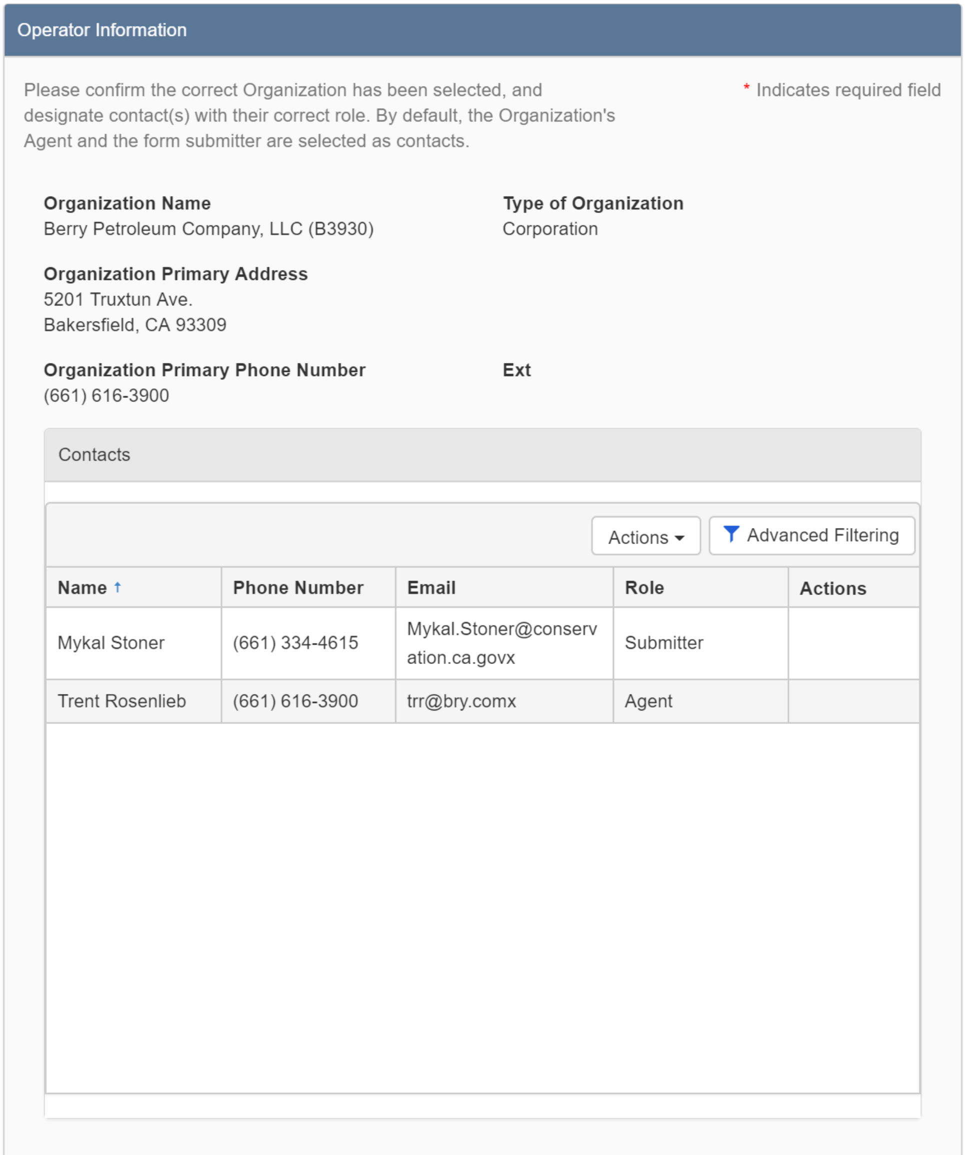
Step	Action	Required Fields
1.	From the Home screen, select **Online Forms.**	
2.	In the search bar on the right, type in **"Compliance".**	
3.	Click on the blue hyperlink labeled **Compliance Information.**	

Section 1. Form Information



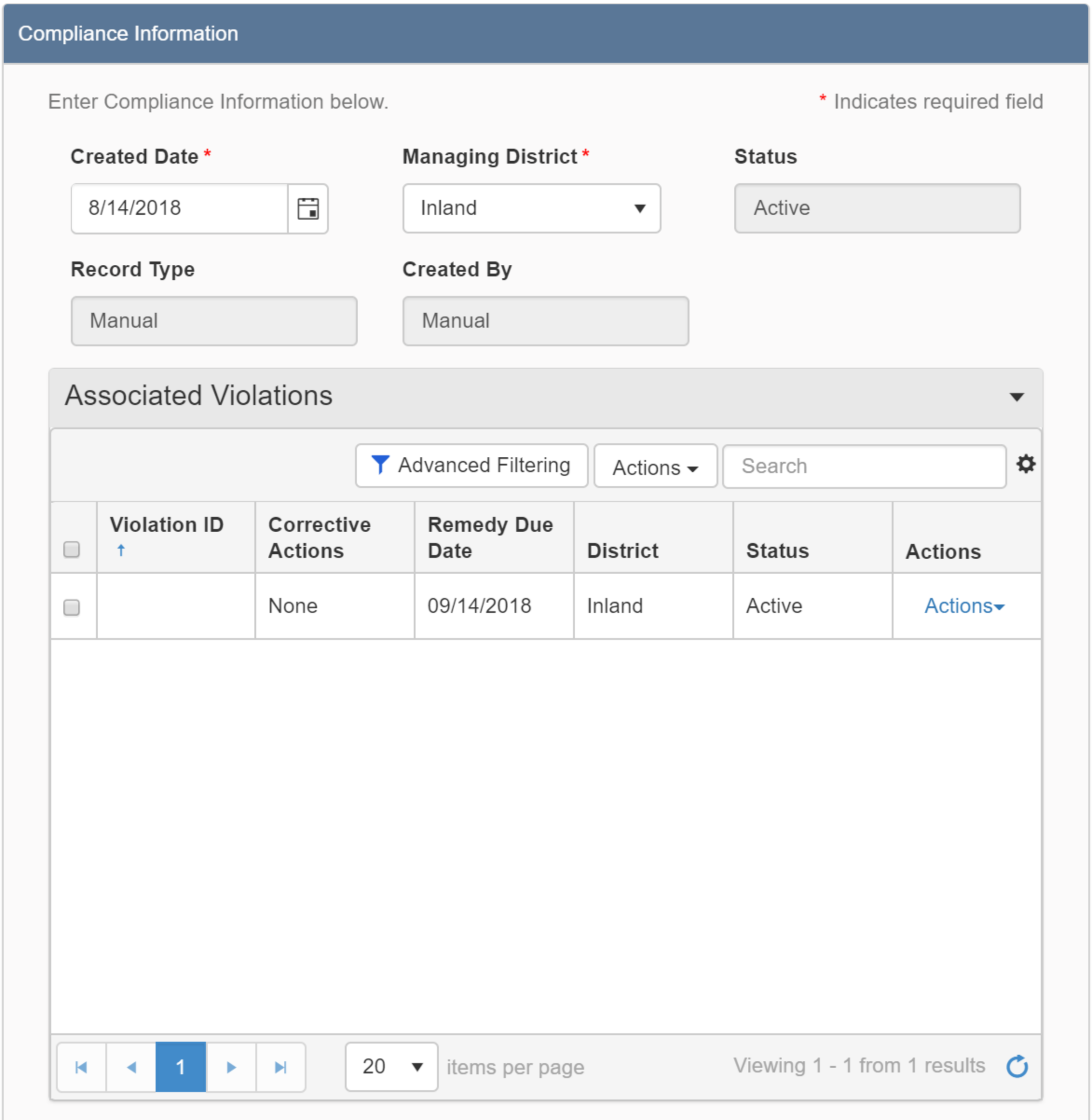
Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Compliance Information. Start by typing in the **Organization Name** and search for the correct organization for the dropdown.	Organization
2.	Enter in a **Description** for this Compliance Record. **NOTE:** It is recommended to enter "Well Name/API, Facility Name or Operator" in Description so that this information can also be used to locate the form. Example: Lake View 2 030-12345	Description

Section 2. Operator Information

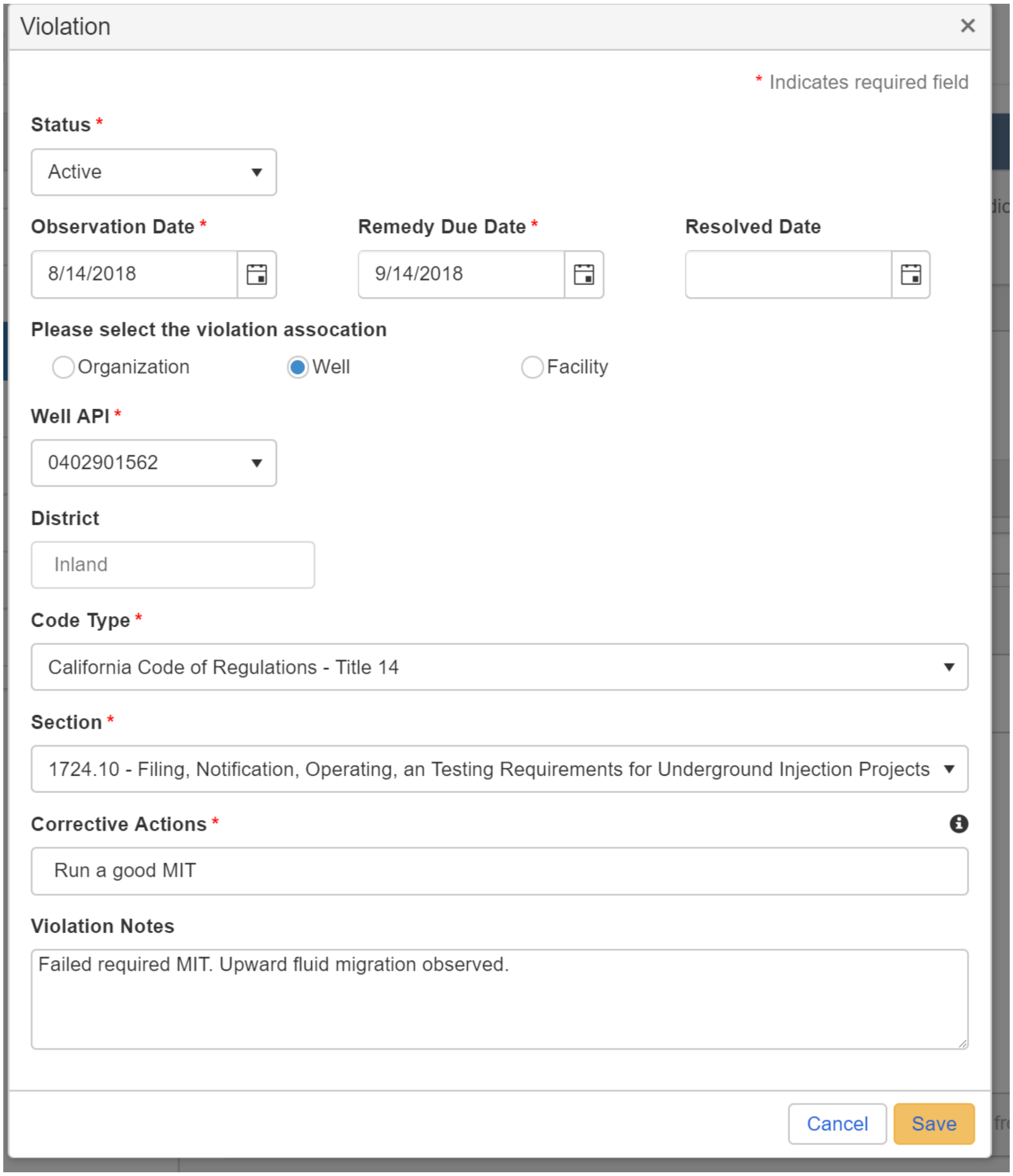


Step	Action	Required Fields
1.	Review organization details for correctness. *Note*: changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click **“Actions”.**	
4.	Click **“Add Contact”.**	
5.	Complete contact info dialogue box that appears.	
6.	Click blue **“Update”** button.	
7.	Click **“Next”.** Next	

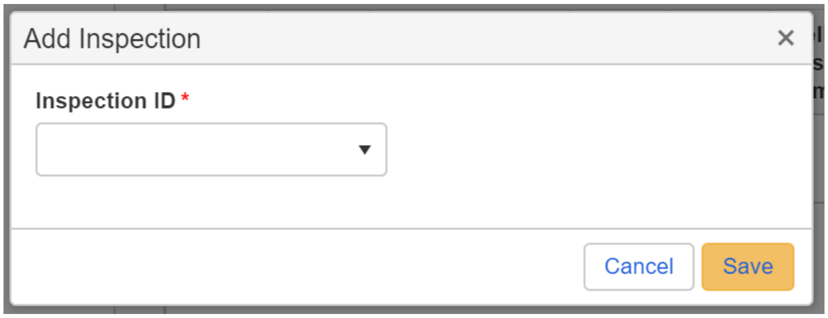
Section 3. Compliance Information



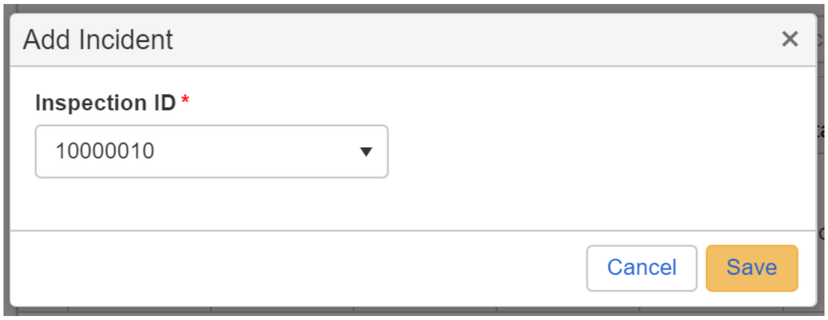
Step	Action	Required Fields
1.	Enter the date of the compliance record and the managing district.	Created Date, Managing District
2.	Associate, resolve, or remove any violations by clicking **"Actions"** and selecting desired action.	



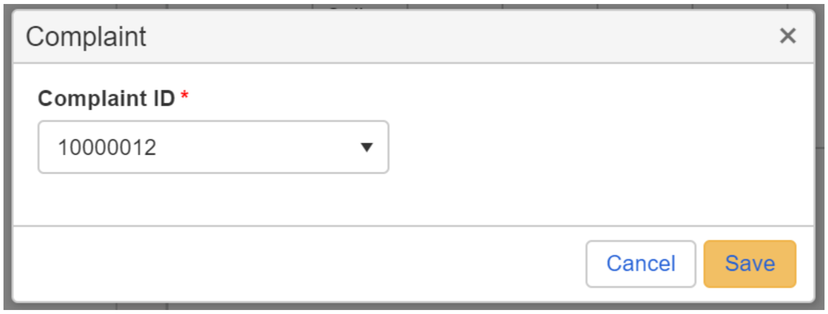
Step	Action	Required Fields
1.	By clicking Add New Violation, you may create a new violation. Enter the pertinent information and include all information available.	Status, Observation Date, Remedy Due Date, Well API/Facility ID, Code Type, Section, Corrective Actions



Step	Action	Required Fields
1.	Click Add Inspection and enter the inspection ID.	Inspection ID

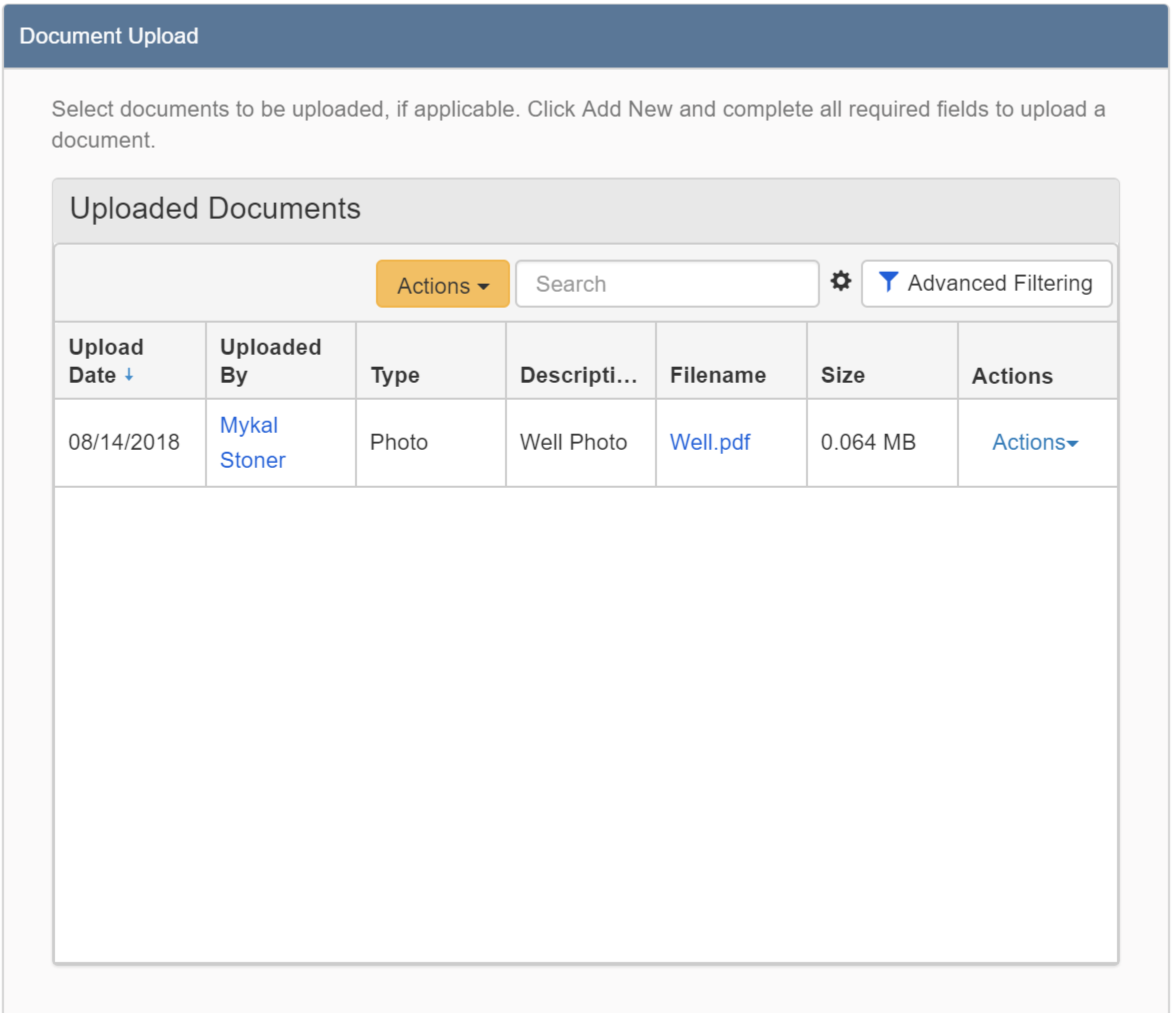


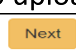
Step	Action	Required Fields
1.	Click Add Incident and enter the Incident ID.	Incident ID



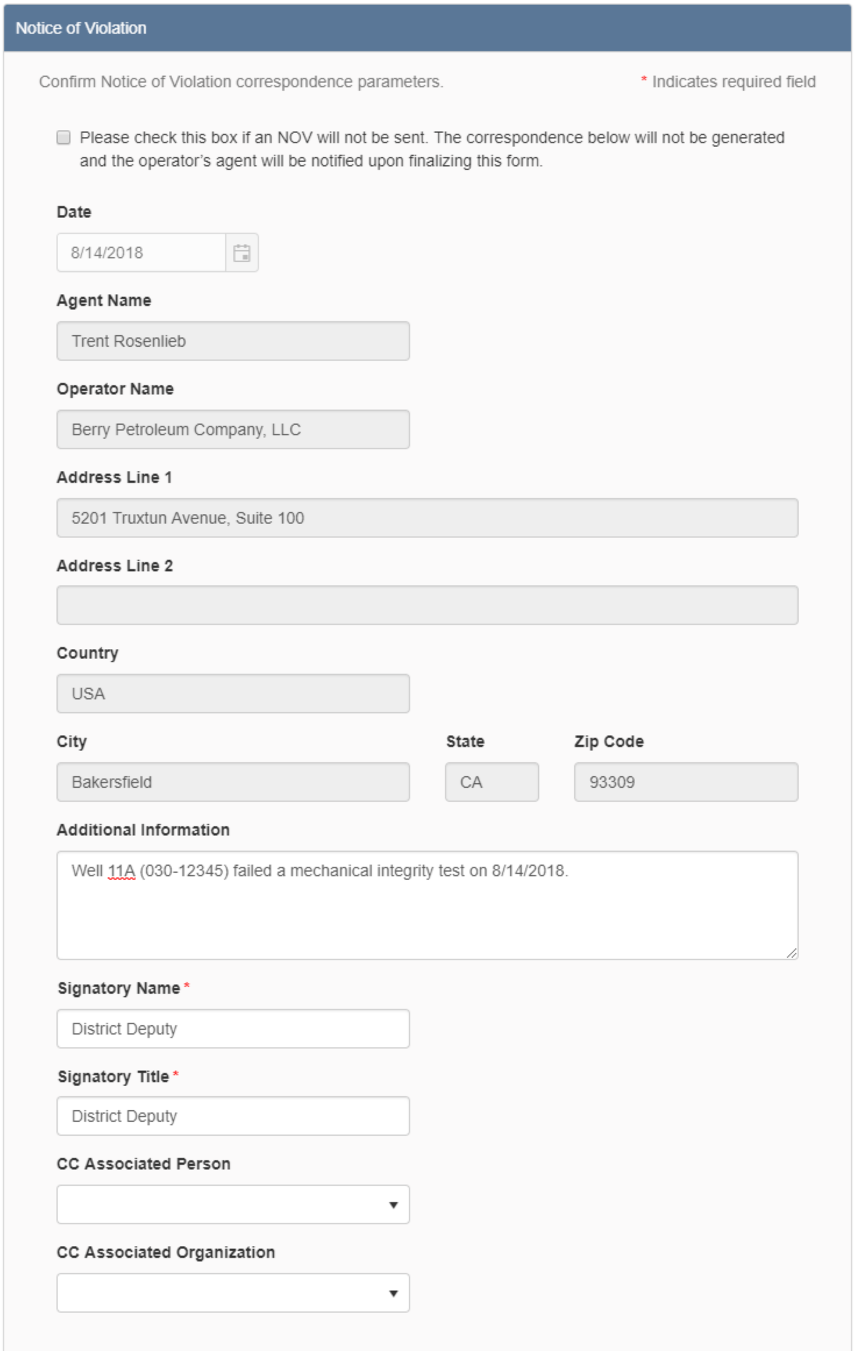
Step	Action	Required Fields
2.	Click Add Incident and enter the Complaint ID.	Complaints ID
3.	Click “**Next**”. Next	

Section 4. Document Upload



Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the Compliance Record. This can include photos, compliance documentation, etc.	
2.	To upload, click **add document**. A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click **upload.**	Title, Relevant Date, Description
4.	Select **Upload** to upload the form to WellSTAR.	
5.	Select **"Next".** 	

Section 5. Notice of Violation


Notice of Violation

Confirm Notice of Violation correspondence parameters. * Indicates required field

☐ Please check this box if an NOV will not be sent. The correspondence below will not be generated and the operator's agent will be notified upon finalizing this form.

Date: 8/14/2018

Agent Name: Trent Rosenlieb

Operator Name: Berry Petroleum Company, LLC

Address Line 1: 5201 Truxtun Avenue, Suite 100

Address Line 2:

Country: USA

City: Bakersfield | State: CA | Zip Code: 93309

Additional Information: Well 11A (030-12345) failed a mechanical integrity test on 8/14/2018.

Signatory Name *: District Deputy

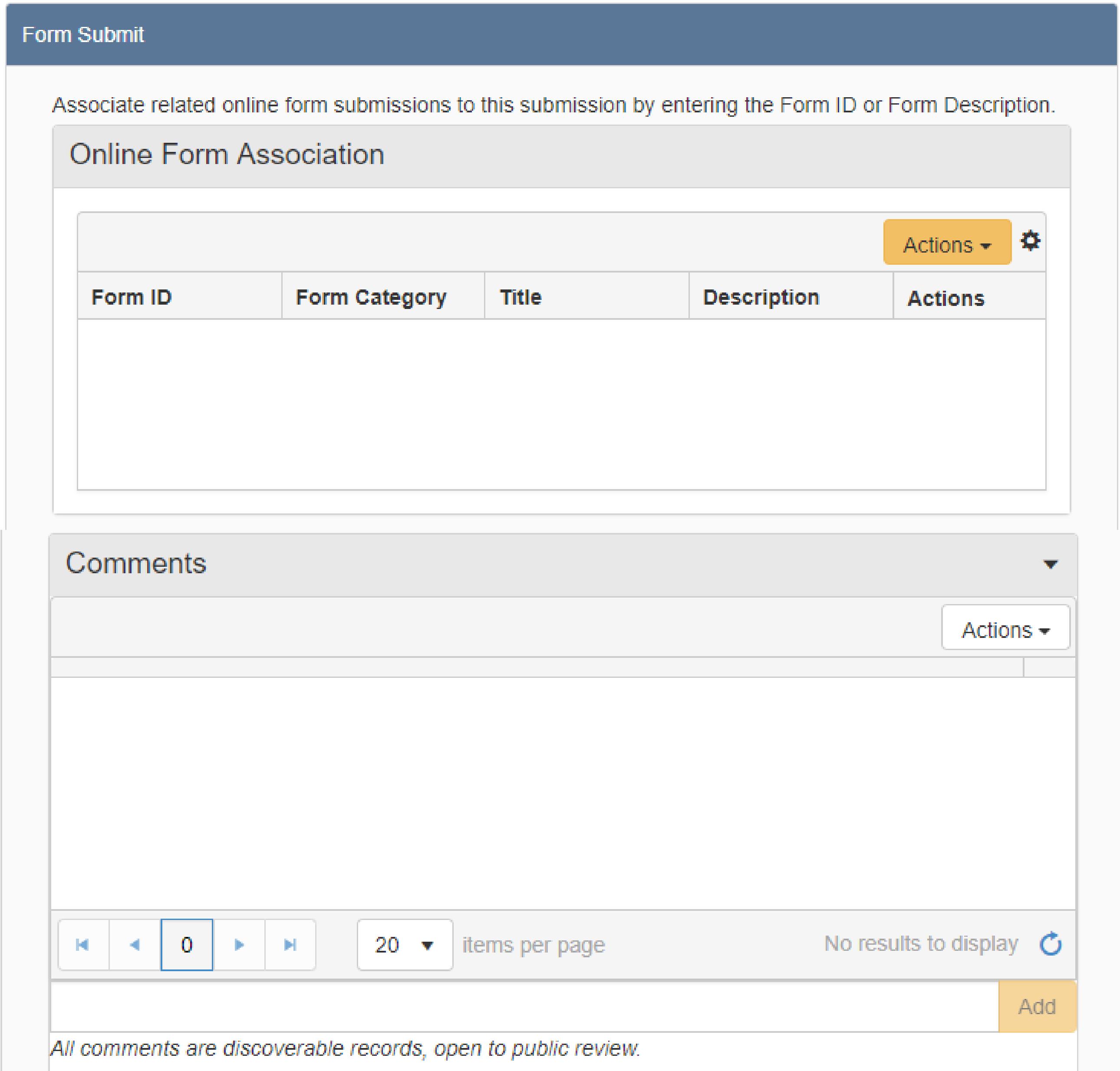
Signatory Title *: District Deputy

CC Associated Person:

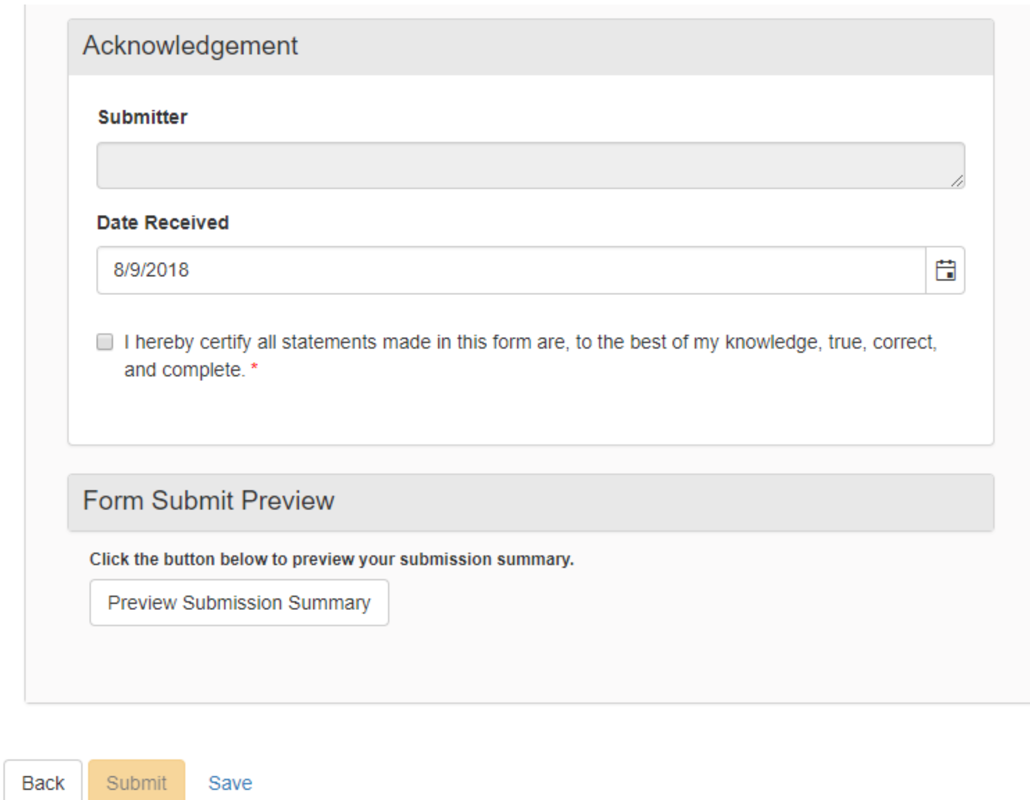
CC Associated Organization:

Step	Action	Required Fields
1.	Select whether a notice of violation will be sent to the operator. If the check box is checked the notice of violation will not be sent.	
2.	Enter any additional information that is needed in the text box.	
3.	Fill out the Signatory Name, Signatory Title and CC an Associated Person or an Associated Organization	Signatory Name, Signatory Title
4.	Click "**Next**". 	

Section 6. Form Submit

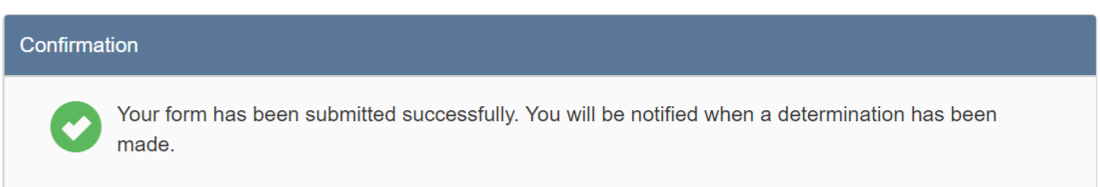


Step	Action	Required Fields
1.	If any form needs to be added, click **Add Form**. This creates a popup. Type in the form ID or name and click **"Save".**	
2.	If any comments pertaining to the submittal is needed, type in the comment and click **Add Comment**.	



Step	Action	Required Fields
1.	When ready to acknowledge, click the box label **"I hereby certify…"**. This autopopulates the user's name who is filling out the form.	
2.	Click the button **"Preview Submission Summary"** to generate the submission.	
3.	When satisfied with the submission, click **"Submit".**	

Section 7. Confirmation

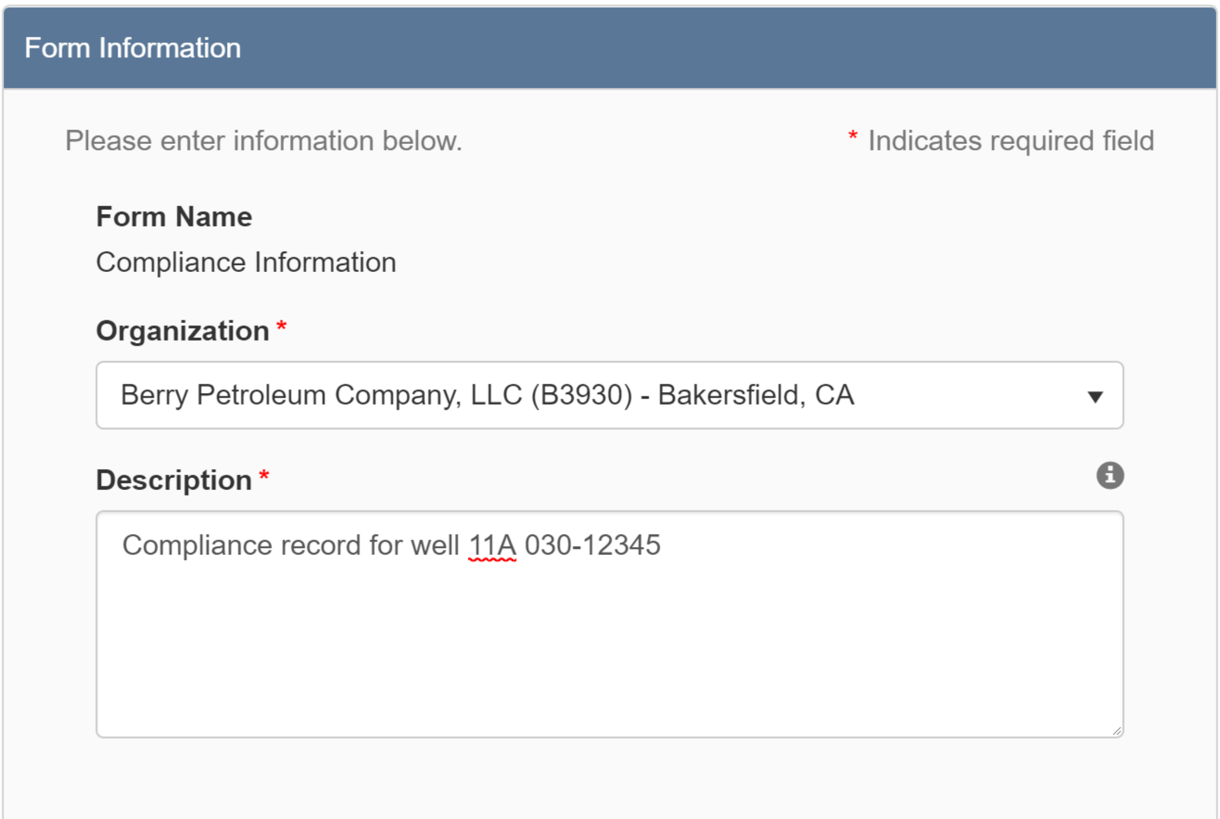


Step	Action	Required Fields
1.	No action needed. NOTE: The Compliance Record is submitted and goes through an internal review process. The Review Task is created for the Compliance workgroup.	

1.2 Maintain a Compliance Record

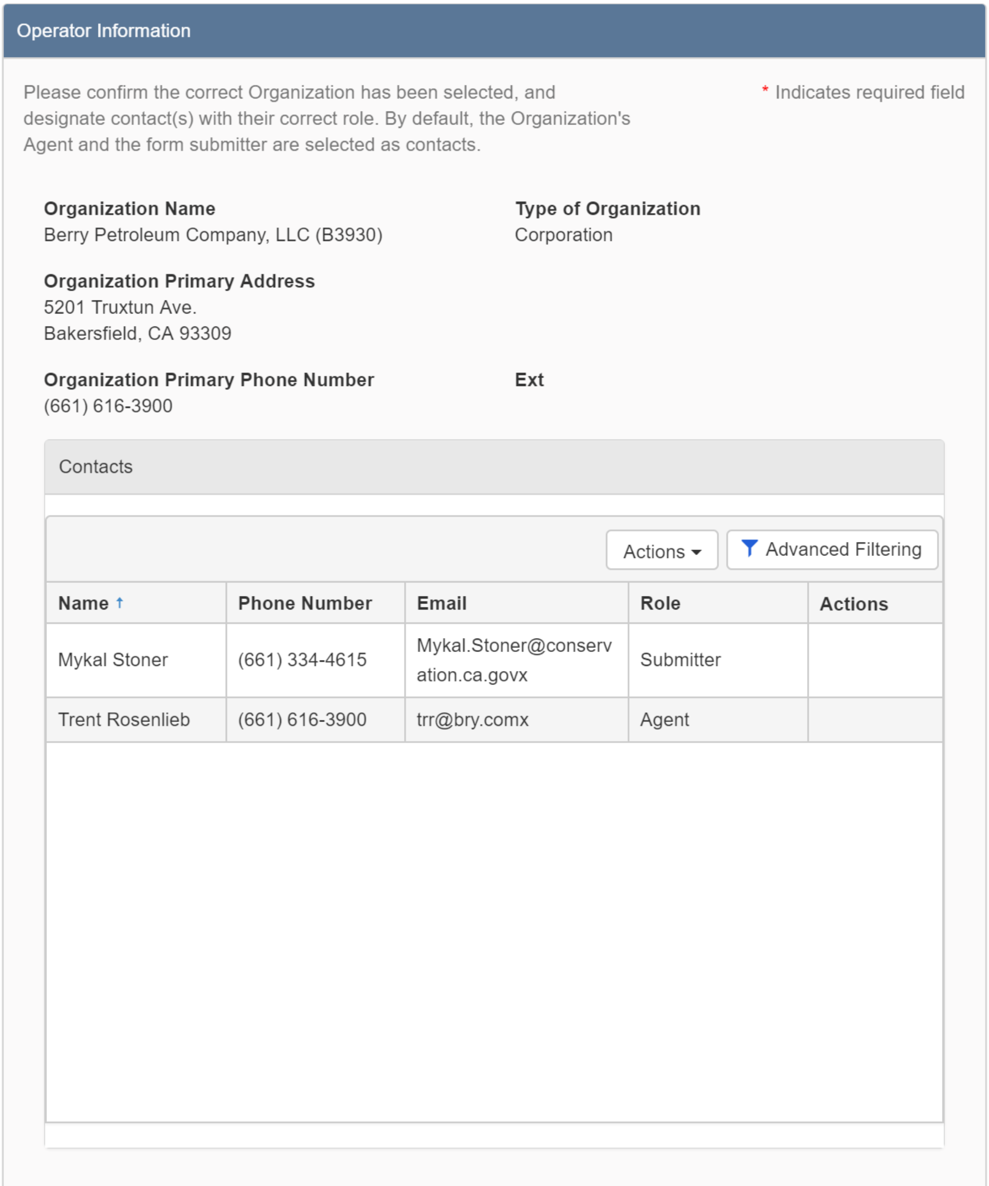
Step	Action	Required Fields
1.	Navigate to the **Compliance Records** page using the **Explore Data** dropdown.	
2.	Locate the Compliance Record you wish to update to maintain.	
3.	Click on the **“Actions”** dropdown and select **“Edit”**. The Compliance Information form will open for this Compliance Record.	

Section 1. Form Information



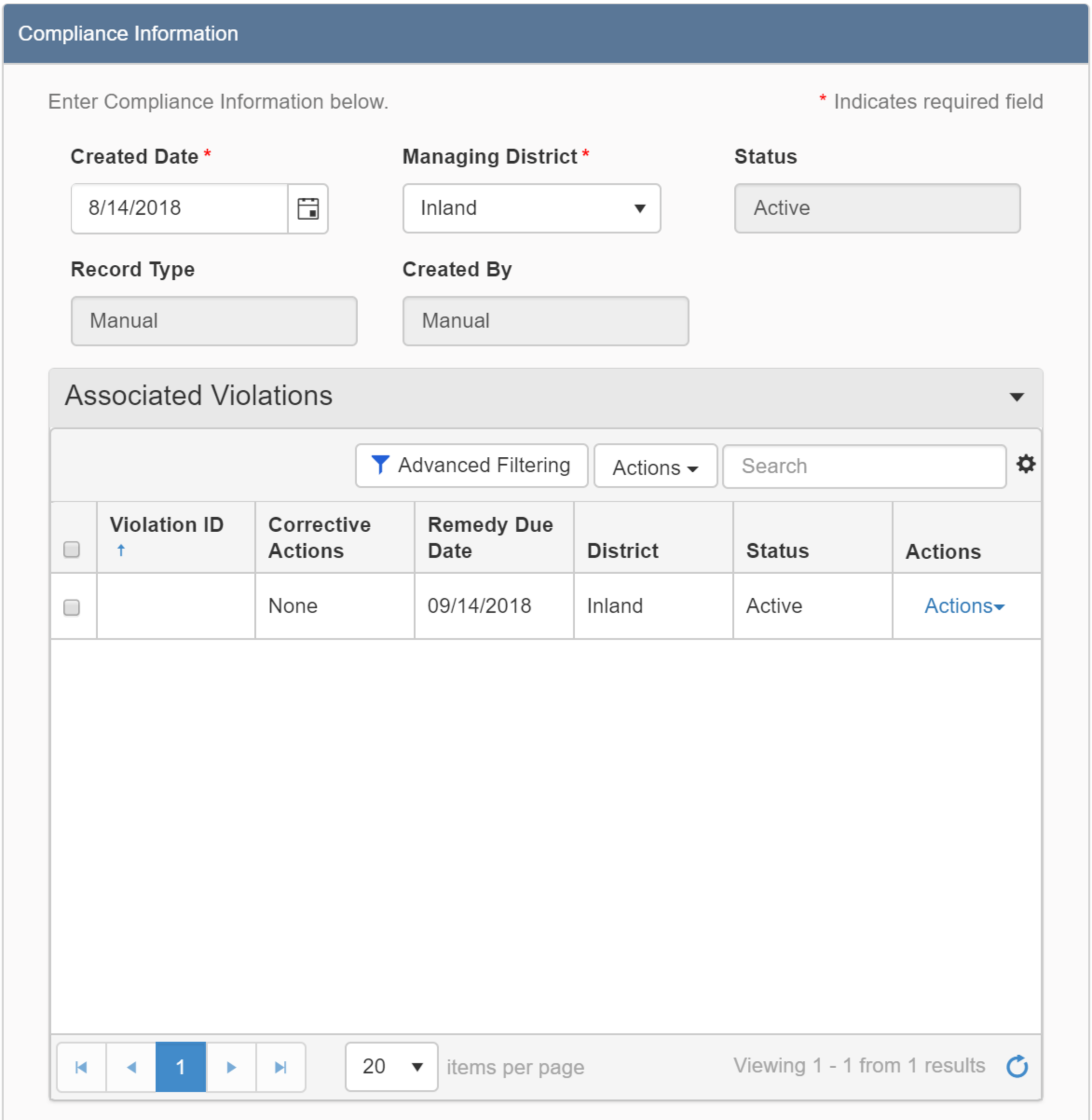
Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Compliance Information. Start by typing in the **Organization Name** and search for the correct organization for the dropdown.	Organization
2.	Enter in a **Description** for this Compliance record. **NOTE:** It is recommended to enter “Well Name/API, Facility Name or Operator” in Description so that this information can also be used to locate the form. Example: Lake View 2 030-12345	Description

Section 2. Operator Information

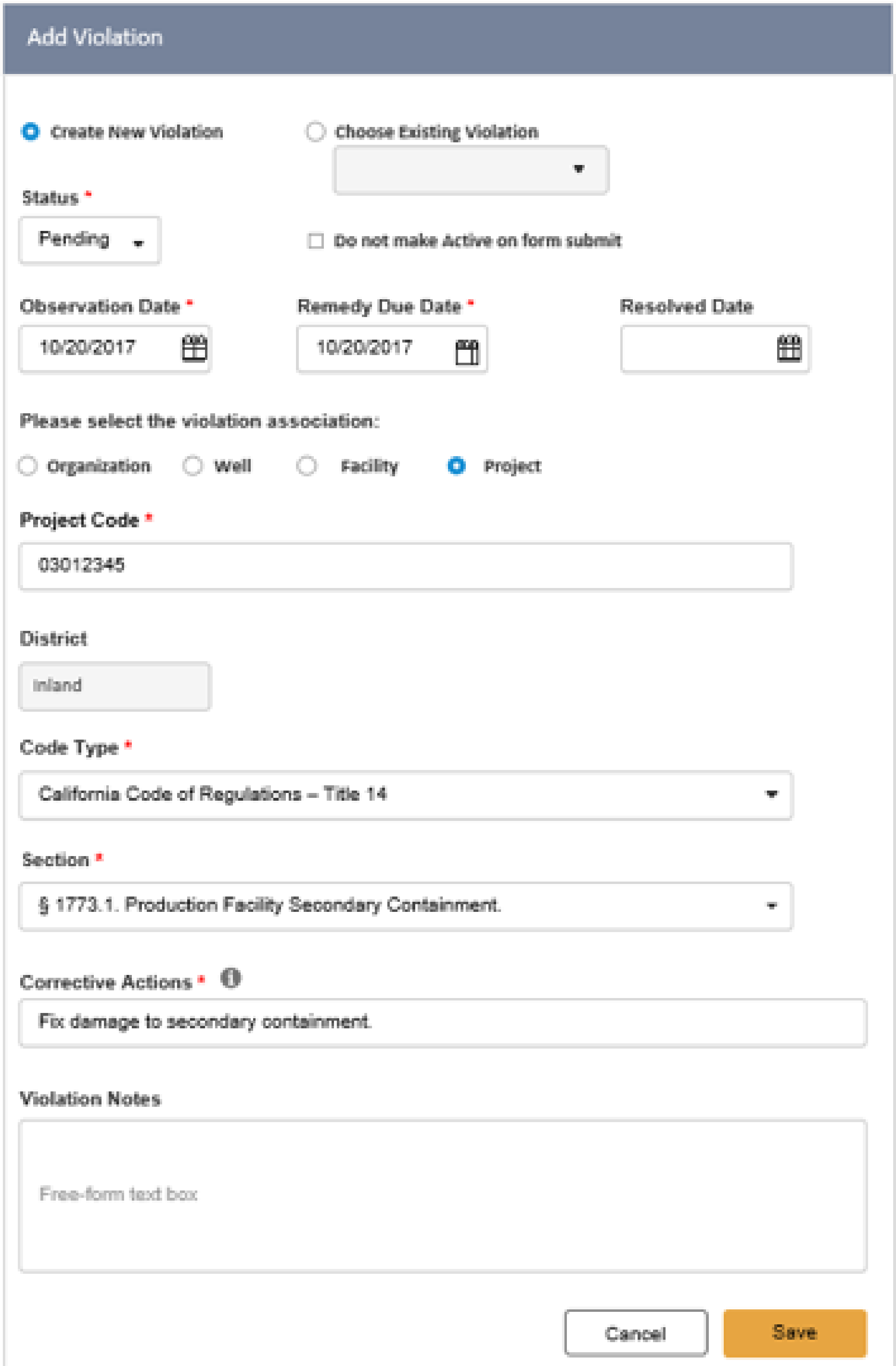


Step	Action	Required Fields
1.	Review organization details for correctness. *Note*: changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click **“Actions”.**	
4.	Click **“Add Contact”.**	
5.	Complete contact info dialogue box that appears.	
6.	Click blue **“Update”** button.	
7.	Click **“Next”.** 	

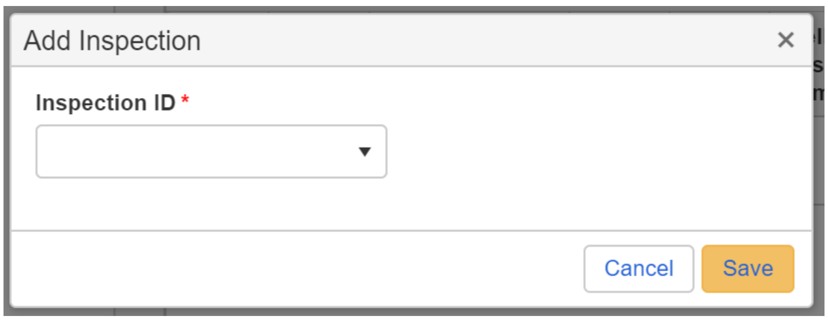
Section 3. Compliance Information



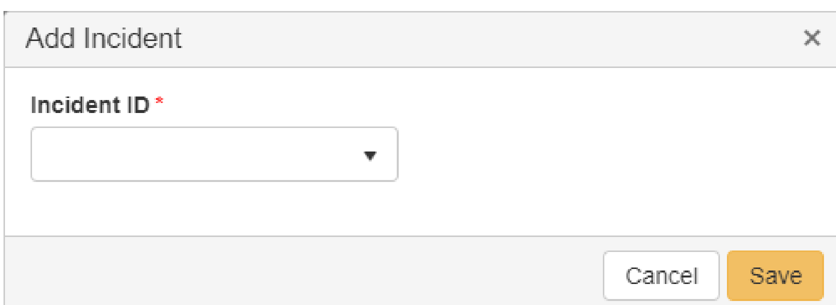
Step	Action	Required Fields
1.	Enter the date of the compliance record and the managing district.	Created Date, Managing District
2.	Associate, resolve, or remove any violations by clicking **"Actions"** and selecting desired action.	


Add Violation
Create New Violation
Choose Existing Violation
Status *
Pending
Do not make Active on form submit
Observation Date *
10/20/2017
Remedy Due Date *
10/20/2017
Resolved Date
Please select the violation association:
Organization
Well
Facility
Project
Project Code *
03012345
District
Inland
Code Type *
California Code of Regulations – Title 14
Section *
§ 1773.1. Production Facility Secondary Containment.
Corrective Actions *
Fix damage to secondary containment.
Violation Notes
Free-form text box
Cancel
Save

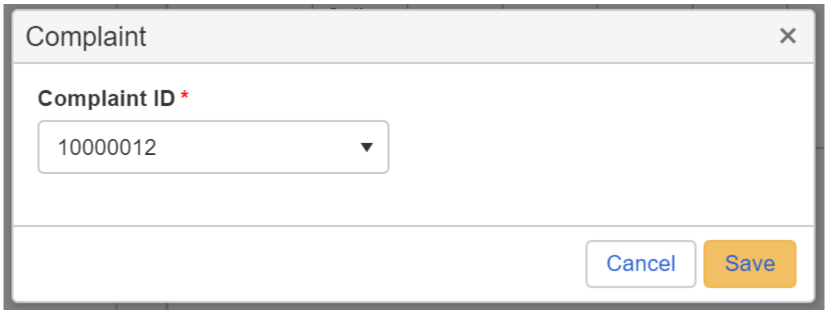
Step	Action	Required Fields
1.	By clicking Add New Violation, you may create a new violation. Enter the pertinent information and include all information available.	S Status, Observation Date, Remedy Due Date, Well API/Facility ID, Code Type, Section, Corrective Actions

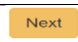


Step	Action	Required Fields
1.	Click Add Inspection and enter the inspection ID.	Inspection ID

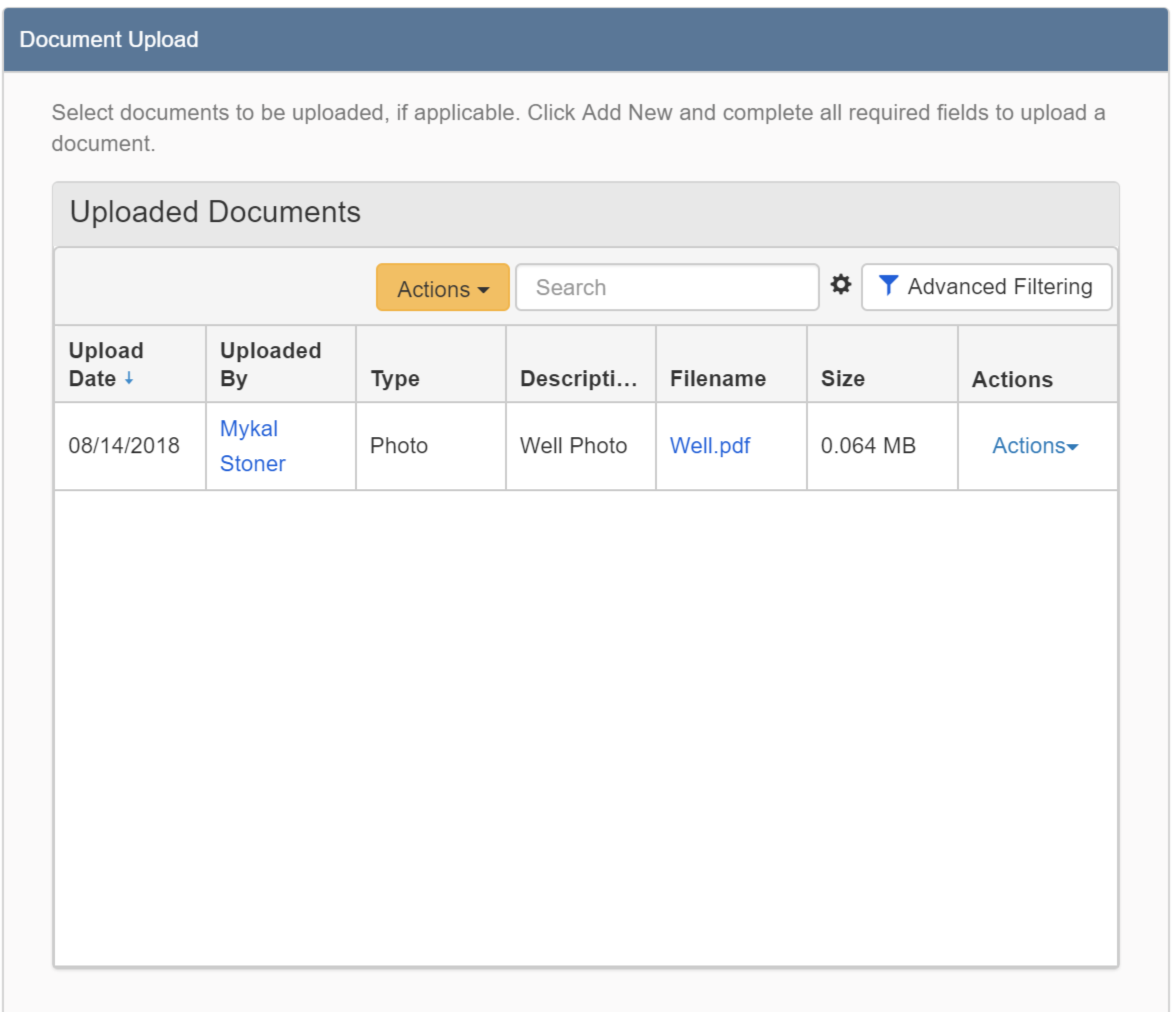


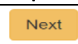
Step	Action	Required Fields
1.	Click Add Incident and enter the Incident ID.	Incident ID



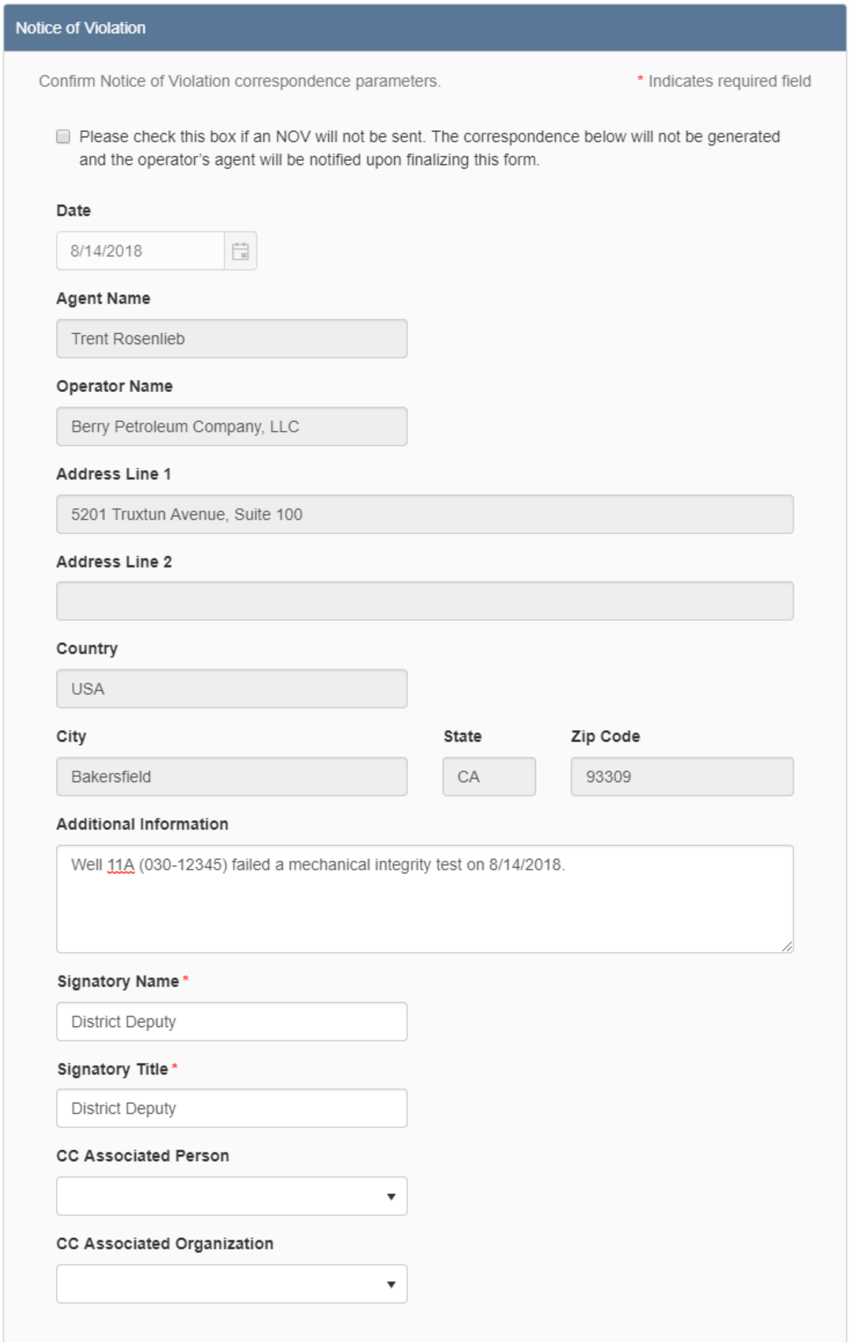
Step	Action	Required Fields
1.	Click Add Incident and enter the Complaint ID.	Complaints ID
2.	Click “**Next**”. 	

Section 4. Document Upload



Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the Compliance Record. This can include photos, compliance documentation, etc.	
2.	To upload, click **add document**. A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click **upload.**	Title, Relevant Date, Description
4.	Select **Upload** to upload the form to WellSTAR.	
5.	Select **"Next".** 	

Section 5. Notice of Violation



Notice of Violation

Confirm Notice of Violation correspondence parameters. * Indicates required field

☐ Please check this box if an NOV will not be sent. The correspondence below will not be generated and the operator's agent will be notified upon finalizing this form.

Date
8/14/2018

Agent Name
Trent Rosenlieb

Operator Name
Berry Petroleum Company, LLC

Address Line 1
5201 Truxtun Avenue, Suite 100

Address Line 2

Country
USA

City
Bakersfield

State
CA

Zip Code
93309

Additional Information
Well 11A (030-12345) failed a mechanical integrity test on 8/14/2018.

Signatory Name *
District Deputy

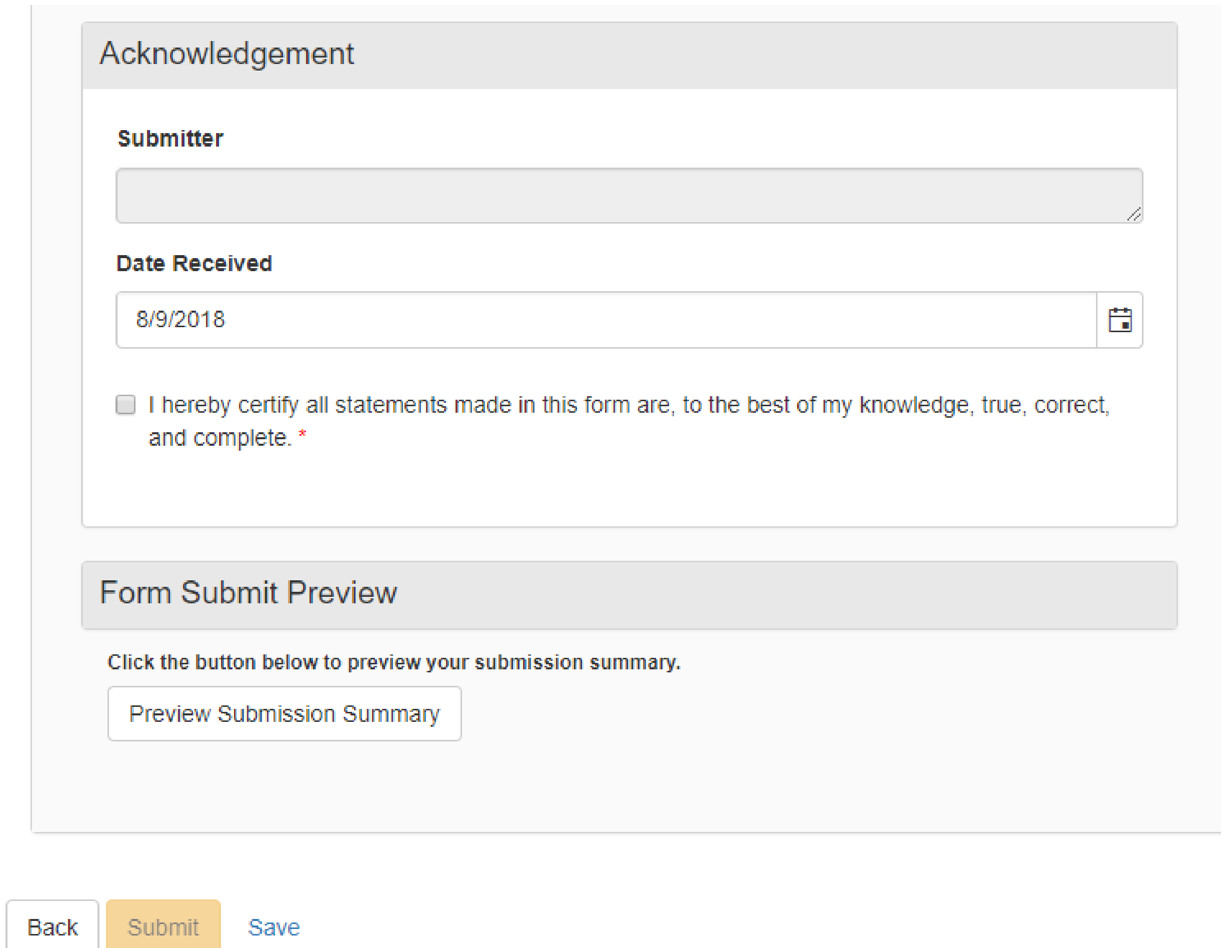
Signatory Title *
District Deputy

CC Associated Person

CC Associated Organization

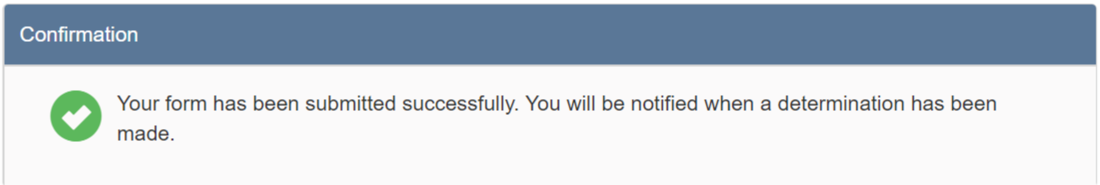
Step	Action	Required Fields
1.	Select whether a notice of violation will be sent to the operator. If the check box is checked the notice of violation will not be sent.	
2.	Enter any additional information that is needed in the text box.	
3.	Fill out the Signatory Name, Signatory Title and CC an Associated Person or an Associated Organization	Signatory Name, Signatory Title
4.	Click "**Next**". Next	

Section 6. Form Submit



Step	Action	Required Fields
1.	If any form needs to be added, click **Add Form**. This creates a popup. Type in the form ID or name and click **"Save".**	
2.	If any comments pertaining to the submittal is needed, type in the comment and click **Add Comment**.	
3.	When ready to acknowledge, click the box label **"I hereby certify…"**. This auto populates the user's name who is filling out the form.	
4.	Click the button **"Preview Submission Summary"** to generate the submission.	
5.	When satisfied with the submission, click **"Submit".**	

Section 7. Confirmation



Step	Action	Required Fields
1.	No action needed. NOTE: The Operator Incident Report is submitted and goes through an internal review process. The Review Task is created for the Compliance Workgroup.	

2 Monitor Compliance Record

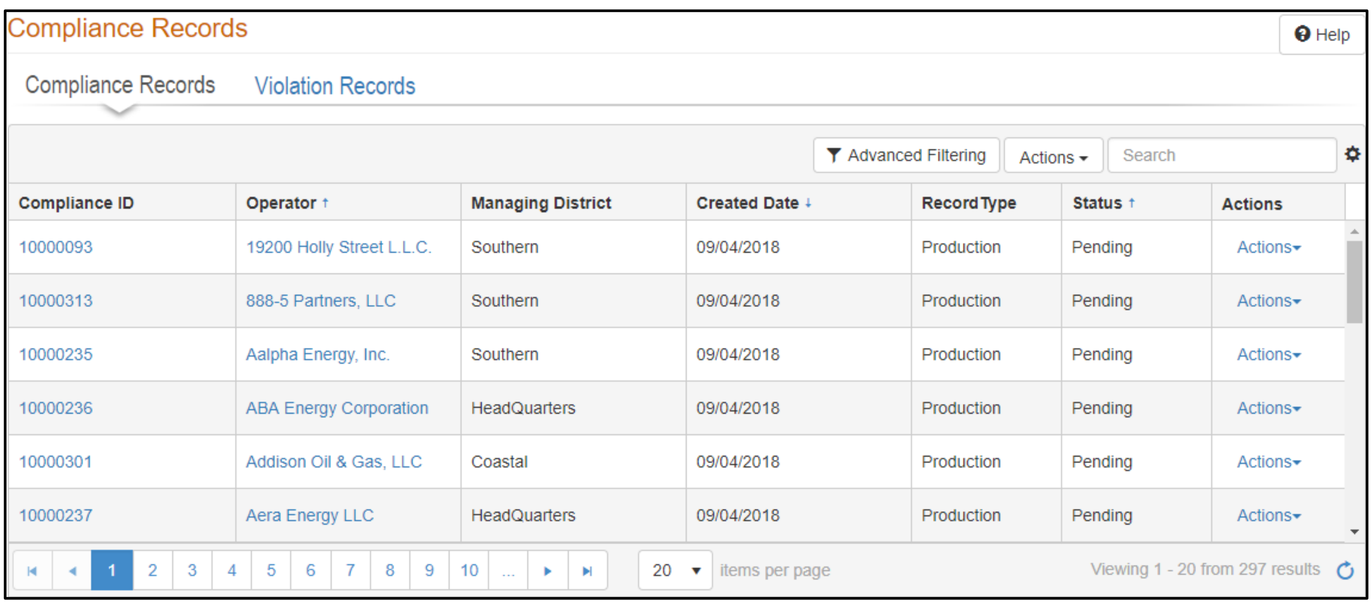
In this lesson you will learn how to monitor a compliance record.

Lesson Objectives:

- Monitor a Compliance Record

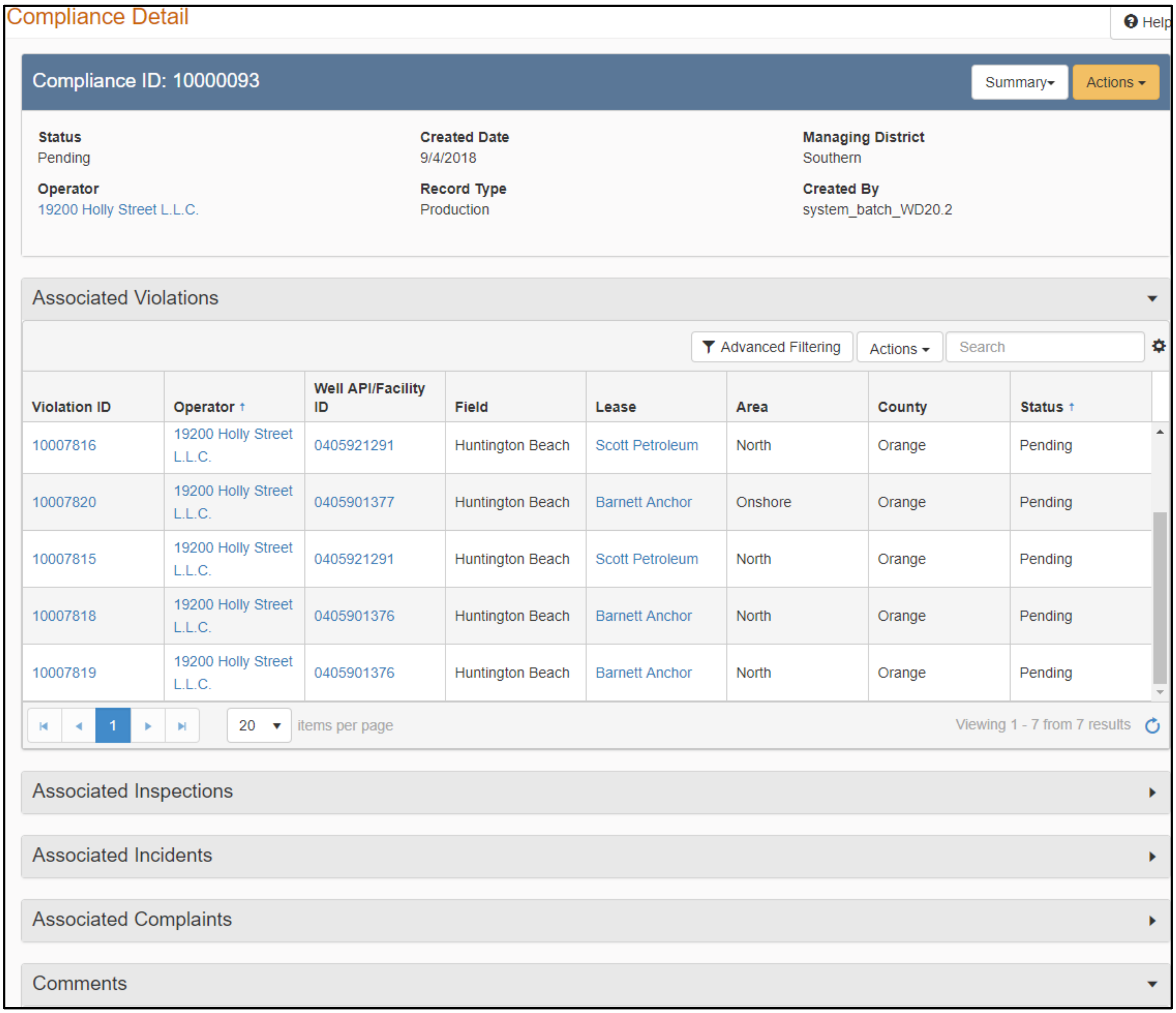
2.1 Monitor a Compliance Record

Compliance Record View



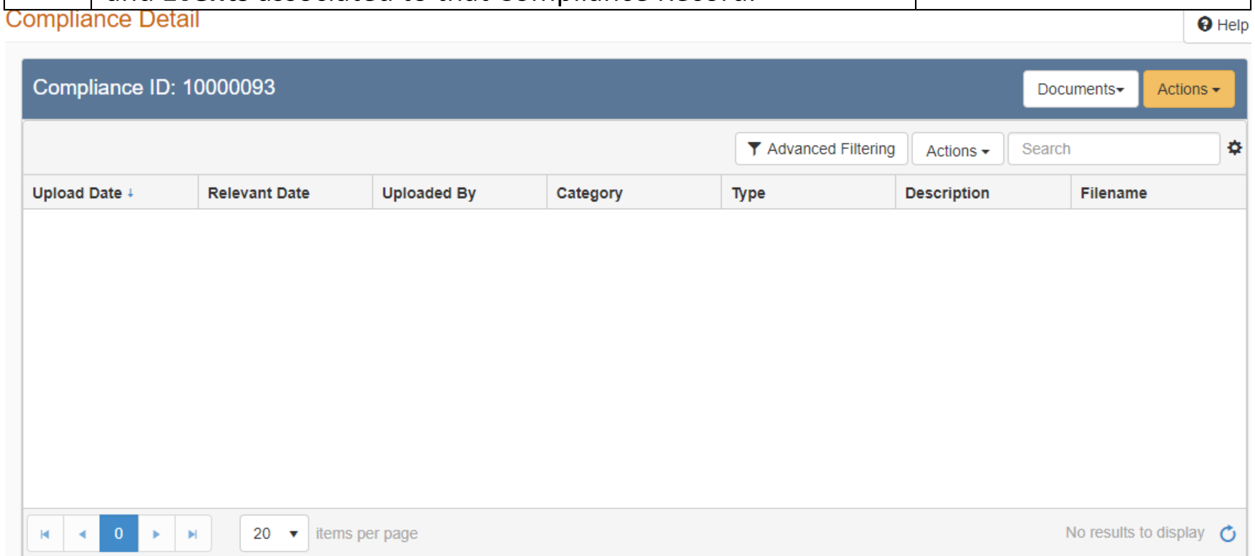
Compliance

Step	Action	Required Fields
1.	Navigate to the **Compliance Records** section using the **Explore Data dropdown**.	
2.	This will bring you to the overall **Compliance Records** view where you can used **Advanced Filtering** to filter the records in the table.	
3.	Click on the specific **Compliance ID** that you would like to view the **Compliance Detail** on that Compliance Record.	

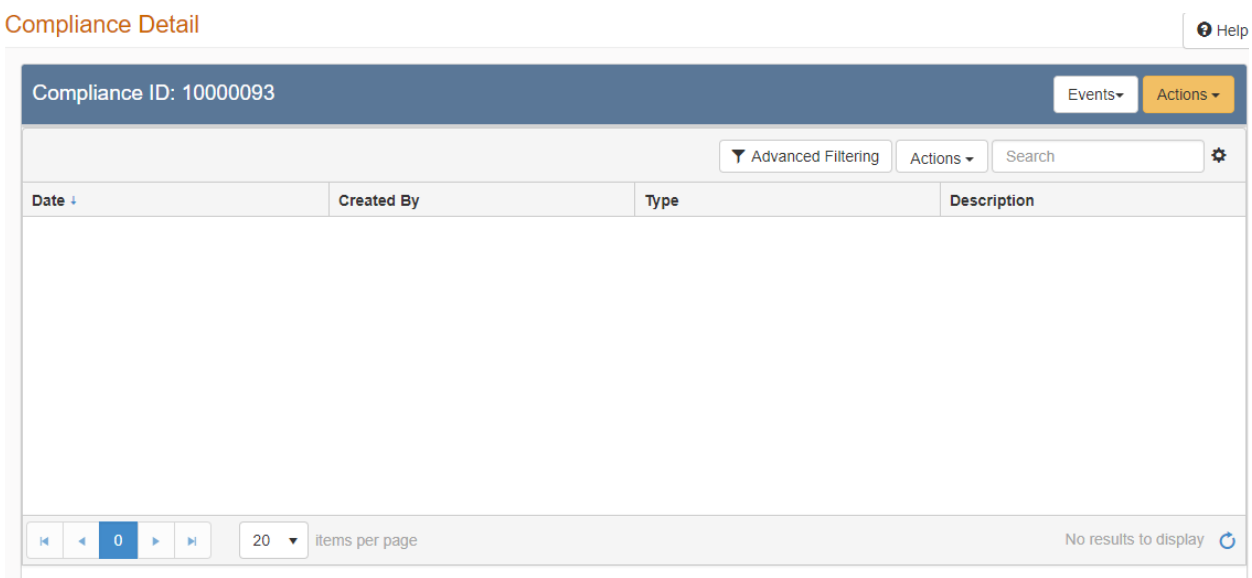


Compliance

Step	Action	Required Fields
1.	Click on the **Summary** dropdown to view the **Documents** and **Events** associated to that Compliance Record.	

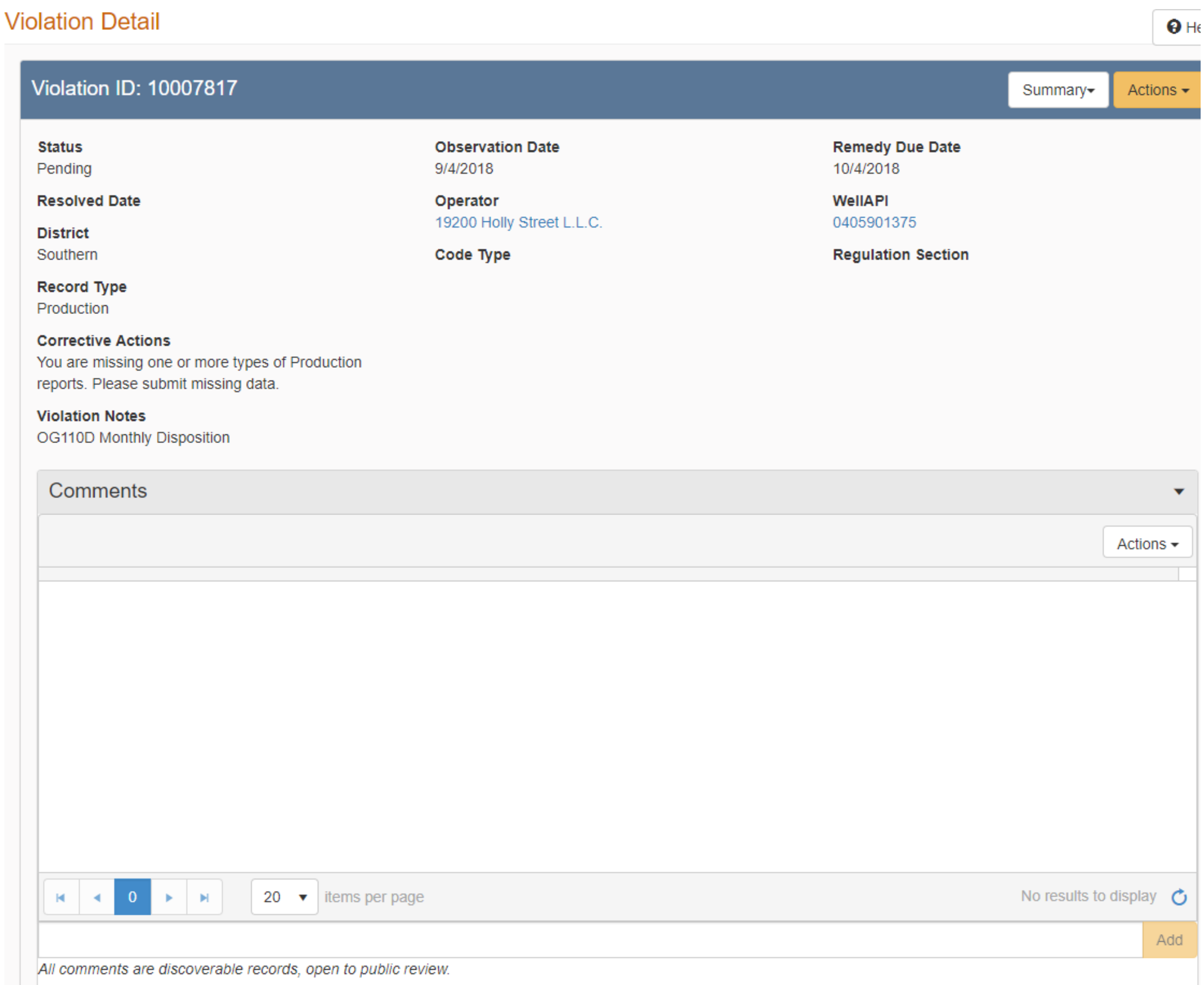


Step	Action	Required Fields
1.	This is where all associated documents will be located	

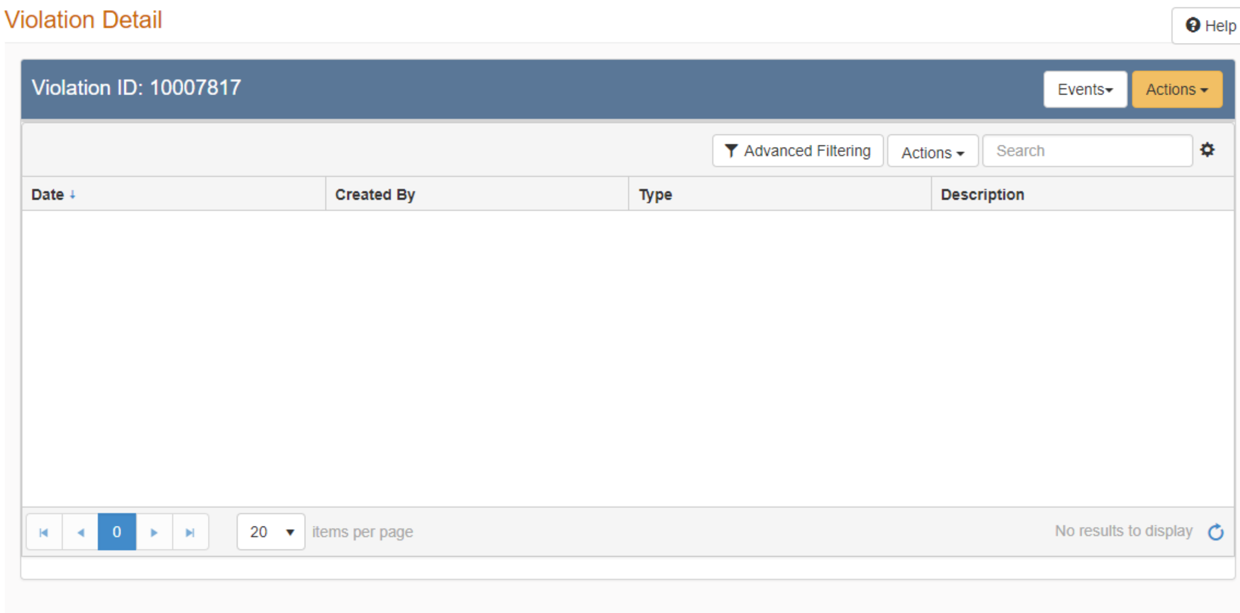


Step	Action	Required Fields
1.	This is where all associated events will be listed.	

Violation Record View



Step	Action	Required Fields
1.	Navigate to the **Violations Records** section using the **Explore Data dropdown** and selecting **Compliance**. Then click on **Violations Record.**	
2.	This will bring you to the overall **Violations Records** view where you can used **Advanced Filtering** to filter the records in the table.	
3.	Click on the specific **Violation ID** that you would like to view the **Violation Detail** on that Compliance Record.	



Step	Action	Required Fields
1.	Click on the **Summary** dropdown to view the **Events** associated to that Compliance Record.	
2.	This will display all associated events with the Violation Record.	

2.1.1 Key Points

- All Compliance data is available to the public after it has been reviewed and approved.

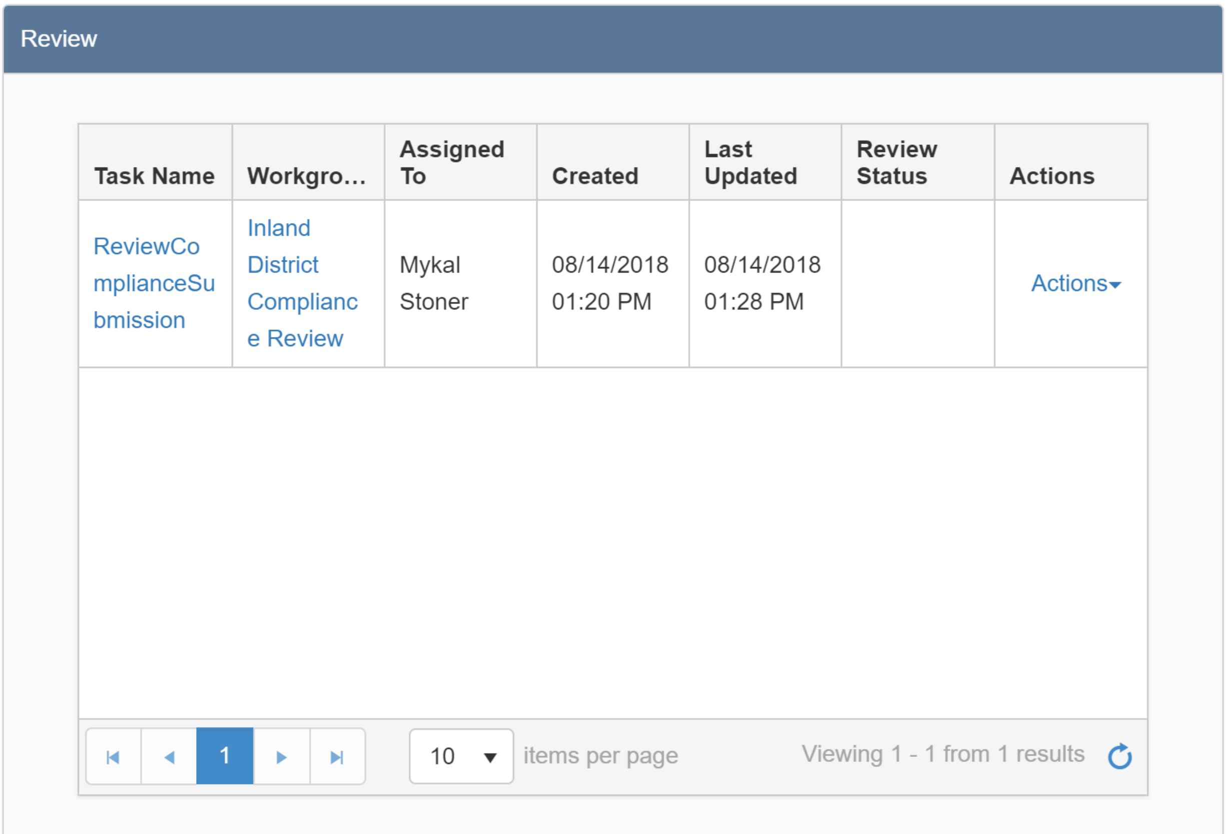
3 Compliance Batch Process

In this lesson you will learn how Batch Processes create Compliance Records.

Lesson Objectives:

- Review a batch process for records due and production data.

3.1 Review Batch Process



Step	Action	Required Fields
1.	WellSTAR will automatically run the **Batch Jobs** at a set time and create a task for an internal User to review it.	
2.	After review of the submission, find the workgroup you are associated with and click actions.	
3.	In the pop-up generated, set the **Review Status** to **Pass** or **Return**. And Click **"Save"**.	
4.	Once the necessary reviews have been completed, click close. NOTE: Once the Task has been completed, the status will be approved and completed.	